Training verification log sheet

QCTO NQF level 6 Facilities Management Qualification

Curriculum code: 14390100

Practical Modules

Module 7: **143901000-PM-07, Facilities Management Operations & Maintenance, NQF Level 6, Credits 20**

**Purpose of the Practical Skill Modules**

1. PM-07-PS01: Manage the acquisition of building systems (reticulation, security, HVAC, etc.), assets and services
2. PM-07-PS02: Manage the installation of building systems (reticulation, security, HVAC, etc.), assets and services
3. PM-07-PS03: Manage/oversee the operation of building systems (reticulation, security, HVAC, etc.), assets and services
4. PM-07-PS04: Manage/oversee the maintenance of building systems (reticulation, security, HVAC, etc.), assets and services
5. PM-07-PS05: Manage/oversee the preservation or disposal of building systems (reticulation, security, HVAC, etc.), assets and services
6. PM-07-PS06: Manage the provision of soft services (parking, janitorial services, food services, concierge, facility helpdesk, security and safety).
7. PM-07-PS01: Manage the acquisition of building systems (reticulation, security, HVAC, etc.), assets and services

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| ***Scope of Practical Skill*** | ***Date Evaluated*** | ***Achieved*** | ***Not Achieved & Comments*** | ***Signature-***  ***Assessor/ Supervisor*** | ***Signature-***  ***Moderator*** | ***Signature-***  ***Safma Evaluator*** |
| 1. Assess the impact of acquisitions options on facility delivery mechanisms |  |  |  |  |  |  |
| 2. Assess the requirements and impact of the installation on structural elements such as foundations, columns, beams, lateral support, external infill walls, facades, roofing, windows and glazing |  |  |  |  |  |  |
| 3. Assess the impact of acquisitions options on facility finishes, dry walls and partitioning, flooring, ceilings, wet surfaces |  |  |  |  |  |  |
| 4. Compile a product specification based on research, best practice and functionality |  |  |  |  |  |  |
| 5. Draft the procurement specification |  |  |  |  |  |  |
| 6. Evaluate submissions and conclude acquisition processes |  |  |  |  |  |  |

**Supporting Documents and Evidence for:**

1. PM-07-PS01: Manage the acquisition of building systems (reticulation, security, HVAC, etc.), assets and services

1.1 Assess the impact of acquisitions options on facility delivery mechanisms

**Supporting Documents and Evidence for:**

1. PM-07-PS01: Manage the acquisition of building systems (reticulation, security, HVAC, etc.), assets and services

1.2 Assess the requirements and impact of the installation on structural elements such as foundations, columns, beams, lateral support, external infill walls, facades, roofing, windows and glazing

**Supporting Documents and Evidence for:**

1. PM-07-PS01: Manage the acquisition of building systems (reticulation, security, HVAC, etc.), assets and services

1.3 Assess the impact of acquisitions options on facility finishes, dry walls and partitioning, flooring, ceilings, wet surfaces

**Supporting Documents and Evidence for:**

1. PM-07-PS01: Manage the acquisition of building systems (reticulation, security, HVAC, etc.), assets and services

1.4 Compile a product specification based on research, best practice and functionality

**Supporting Documents and Evidence for:**

1. PM-07-PS01: Manage the acquisition of building systems (reticulation, security, HVAC, etc.), assets and services

1.5 Draft the procurement specification

**Supporting Documents and Evidence for:**

1. PM-07-PS01: Manage the acquisition of building systems (reticulation, security, HVAC, etc.), assets and services

1.6 Evaluate submissions and conclude acquisition processes

1. PM-07-PS02: Manage the installation of building systems (reticulation, security, HVAC, etc.), assets and services

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| 1. Assess the requirements and impact of the installation on business continuity |  |  |  |  |  |  |
| 2. Identify work arounds for duration of installation process |  |  |  |  |  |  |
| 3. Compile a project plan to inform affected business units of impact of installation and work arounds |  |  |  |  |  |  |
| 4. Monitor installation in terms of cost, time and quality criteria |  |  |  |  |  |  |
| 5. Oversee commissioning of the installation |  |  |  |  |  |  |
| 6. Monitor the state of structural elements of buildings |  |  |  |  |  |  |
| 7. Update records (assets register, warrantee, maintenance plan, etc.) |  |  |  |  |  |  |

**Supporting Documents and Evidence for:**

2. PM-07-PS02: Manage the installation of building systems (reticulation, security, HVAC, etc.), assets and services

2.1 Assess the requirements and impact of the installation on business continuity

**Supporting Documents and Evidence for:**

2. PM-07-PS02: Manage the installation of building systems (reticulation, security, HVAC, etc.), assets and services

2.2 Identify work arounds for duration of installation process

**Supporting Documents and Evidence for:**

2. PM-07-PS02: Manage the installation of building systems (reticulation, security, HVAC, etc.), assets and services

2.3 Compile a project plan to inform affected business units of impact of installation and work arounds

**Supporting Documents and Evidence for:**

2. PM-07-PS02: Manage the installation of building systems (reticulation, security, HVAC, etc.), assets and services

2.4 Monitor installation in terms of cost, time and quality criteria

**Supporting Documents and Evidence for:**

2. PM-07-PS02: Manage the installation of building systems (reticulation, security, HVAC, etc.), assets and services

2.5 Oversee commissioning of the installation

**Supporting Documents and Evidence for:**

2. PM-07-PS02: Manage the installation of building systems (reticulation, security, HVAC, etc.), assets and services

2.6 Monitor the state of structural elements of buildings

**Supporting Documents and Evidence for:**

2. PM-07-PS02: Manage the installation of building systems (reticulation, security, HVAC, etc.), assets and services

2.7 Update records (assets register, warrantee, maintenance plan, etc.)

1. PM-07-PS03: Manage/oversee the operation of building systems (reticulation, security, HVAC, etc.), assets and services

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| 1. Develop policies and guidelines related to usage and maintenance |  |  |  |  |  |  |
| 2. Determine life cycle costs |  |  |  |  |  |  |
| 3. Monitor the usage, cost and performance of all facility systems, equipment and grounds |  |  |  |  |  |  |
| 4. Monitor the condition of Fire Systems |  |  |  |  |  |  |
| 5. Monitor the condition of heating, ventilation and air conditioning systems |  |  |  |  |  |  |
| 6. Monitor the condition of electrical systems |  |  |  |  |  |  |
| 7. Monitor the condition of vertical and horizontal transportation systems |  |  |  |  |  |  |
| 8. Monitor the condition of security equipment |  |  |  |  |  |  |
| 9. Monitor the state of finishes, roofing, flooring, ceilings, wet surfaces of buildings |  |  |  |  |  |  |
| 10. Monitor occupant satisfaction |  |  |  |  |  |  |
| 11. Monitor the usage, cost and performance of utilities (electricity, water gas) |  |  |  |  |  |  |

**Supporting Documents and Evidence for:**

3. PM-07-PS03: Manage/oversee the operation of building systems (reticulation, security, HVAC, etc.), assets and services

3.1 Develop policies and guidelines related to usage and maintenance

**Supporting Documents and Evidence for:**

3. PM-07-PS03: Manage/oversee the operation of building systems (reticulation, security, HVAC, etc.), assets and services

3.2 Determine life cycle costs

**Supporting Documents and Evidence for:**

3. PM-07-PS03: Manage/oversee the operation of building systems (reticulation, security, HVAC, etc.), assets and services

3.3 Monitor the usage, cost and performance of all facility systems, equipment and grounds

**Supporting Documents and Evidence for:**

3. PM-07-PS03: Manage/oversee the operation of building systems (reticulation, security, HVAC, etc.), assets and services

3.4 Monitor the condition of Fire Systems

**Supporting Documents and Evidence for:**

3. PM-07-PS03: Manage/oversee the operation of building systems (reticulation, security, HVAC, etc.), assets and services

3.5 Monitor the condition of heating, ventilation and air conditioning systems

**Supporting Documents and Evidence for:**

3. PM-07-PS03: Manage/oversee the operation of building systems (reticulation, security, HVAC, etc.), assets and services

3.6 Monitor the condition of electrical systems

**Supporting Documents and Evidence for:**

3. PM-07-PS03: Manage/oversee the operation of building systems (reticulation, security, HVAC, etc.), assets and services

3.7 Monitor the condition of vertical and horizontal transportation systems

**Supporting Documents and Evidence for:**

3. PM-07-PS03: Manage/oversee the operation of building systems (reticulation, security, HVAC, etc.), assets and services

3.8 Monitor the condition of security equipment

**Supporting Documents and Evidence for:**

3. PM-07-PS03: Manage/oversee the operation of building systems (reticulation, security, HVAC, etc.), assets and services

3.9 Monitor the state of finishes, roofing, flooring, ceilings, wet surfaces of buildings

**Supporting Documents and Evidence for:**

3. PM-07-PS03: Manage/oversee the operation of building systems (reticulation, security, HVAC, etc.), assets and services

3.10 Monitor occupant satisfaction

**Supporting Documents and Evidence for:**

3. PM-07-PS03: Manage/oversee the operation of building systems (reticulation, security, HVAC, etc.), assets and services

3.11 Monitor the usage, cost and performance of utilities (electricity, water gas)

1. PM-07-PS04: Manage/oversee the maintenance of building systems (reticulation, security, HVAC, etc.), assets and services

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| 1. Develop a maintenance plan |  |  |  |  |  |  |
| 2. Assure competent maintenance contractors are selected |  |  |  |  |  |  |
| 3. Manage service level agreements |  |  |  |  |  |  |
| 4. Conduct quality inspections to monitor maintenance contractors’ work |  |  |  |  |  |  |
| 5. Resolve quality and contract disputes |  |  |  |  |  |  |
| 6. Manage the modifications to building systems, structural elements, interiors, exteriors and grounds |  |  |  |  |  |  |

**Supporting Documents and Evidence for:**

4. PM-07-PS04: Manage/oversee the maintenance of building systems (reticulation, security, HVAC, etc.), assets and services

4.1 Develop a maintenance plan

**Supporting Documents and Evidence for:**

4. PM-07-PS04: Manage/oversee the maintenance of building systems (reticulation, security, HVAC, etc.), assets and services

4.2 Assure competent maintenance contractors are selected

**Supporting Documents and Evidence for:**

4. PM-07-PS04: Manage/oversee the maintenance of building systems (reticulation, security, HVAC, etc.), assets and services

4.3 Manage service level agreements

**Supporting Documents and Evidence for:**

4. PM-07-PS04: Manage/oversee the maintenance of building systems (reticulation, security, HVAC, etc.), assets and services

4.4 Conduct quality inspections to monitor maintenance contractors’ work

**Supporting Documents and Evidence for:**

4. PM-07-PS04: Manage/oversee the maintenance of building systems (reticulation, security, HVAC, etc.), assets and services

4.5 Resolve quality and contract disputes

**Supporting Documents and Evidence for:**

4. PM-07-PS04: Manage/oversee the maintenance of building systems (reticulation, security, HVAC, etc.), assets and services

4.6 Manage the modifications to building systems, structural elements, interiors, exteriors and grounds

1. PM-07-PS05: Manage/oversee the preservation or disposal of building systems (reticulation, security, HVAC, etc.), assets and services

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| 1. Conduct a life cycle analysis and condition assessment |  |  |  |  |  |  |
| 2. Compile a report on preservation or disposal options and the impact on business continuity |  |  |  |  |  |  |
| 3. Draft a project plan outlining the preservation or disposal process |  |  |  |  |  |  |

**Supporting Documents and Evidence for:**

5. PM-07-PS05: Manage/oversee the preservation or disposal of building systems (reticulation, security, HVAC, etc.), assets and services

5.1 Conduct a life cycle analysis and condition assessment

**Supporting Documents and Evidence for:**

5. PM-07-PS05: Manage/oversee the preservation or disposal of building systems (reticulation, security, HVAC, etc.), assets and services

5.2 Compile a report on preservation or disposal options and the impact on business continuity

**Supporting Documents and Evidence for:**

5. PM-07-PS05: Manage/oversee the preservation or disposal of building systems (reticulation, security, HVAC, etc.), assets and services

5.3 Draft a project plan outlining the preservation or disposal process

1. PM-07-PS06: Manage the provision of soft services (parking, janitorial services, food services, concierge, facility helpdesk, security and safety).

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| 1. Identify required occupant services |  |  |  |  |  |  |
| 2. Decide/recommend the most appropriate way to provide occupant services (outsource, in-source) |  |  |  |  |  |  |
| 3. Monitor the performance of service providers |  |  |  |  |  |  |

**Supporting Documents and Evidence for:**

6. PM-07-PS06: Manage the provision of soft services (parking, janitorial services, food services, concierge, facility helpdesk, security and safety).

6.1 Identify required occupant services

**Supporting Documents and Evidence for:**

6. PM-07-PS06: Manage the provision of soft services (parking, janitorial services, food services, concierge, facility helpdesk, security and safety).

6.2 Decide/recommend the most appropriate way to provide occupant services (outsource, in-source)

**Supporting Documents and Evidence for:**

6. PM-07-PS06: Manage the provision of soft services (parking, janitorial services, food services, concierge, facility helpdesk, security and safety).

6.3 Monitor the performance of service providers